

Missouri State Fleet Information System

User's Guide Fuel Consumption Data Screen

Purpose: To record fuel purchases for state vehicles.

Reporting Requirement: Recommended monthly but at a minimum quarterly. Quarterly deadlines are set at one month past the end of the quarter as indicated below:

- 1st Quarter, July 1 – September 30: Deadline is October 31
- 2nd Quarter, October 1 – December 31: Deadline is January 31
- 3rd Quarter, January 1 – March 31: Deadline is April 30
- 4th Quarter, April 1 – June 30: Deadline is July 31

- **Purchase Date** – equals the actual purchase date or the last day of the month if entering summary level cost information. For tracking of monthly and fiscal year cost data, it is important to apply the cost to the correct month and fiscal year by using a purchase date within the appropriate period.
- **Units Purchased** – equals number of gallons, etc..
- **Fuel Cost:** enter the total cost minus federal excise tax (currently \$.183 per gallon)
- **Fuel Type** – Defaults based on fuel configuration from Vehicle Data screen
- **Unit of Consumption** – defaults based on the Fuel Type selected. Can be changed if necessary.
- **Qualifies as an Alternative Fuel** – defaults based on the Fuel Type selected. Can be changed if necessary.
- **Loaded by Interface:** defaults to 'N' for No. Will be used in the future to indicate if the record was imported from the fleet fuel card provider.

Submit Button – adds a new record or changes the record displayed on the screen.

Refresh Button – When entering multiple fuel records in the same setting, the 'Refresh' button must be used to prevent changing the record on the screen.

Search for Fuel Consumption Records

Select the "List All Purchases" button on the right. A dialog box will open to view or select individual fuel records. To select a specific record, click on it and the hit the Select button. To close out of the 'List All Purchases' window, hit the cancel button at the bottom of the window, do not use the 'x' at the top right of the window.

*Fields shaded in gray are part of the August 1, 2006 upgrade